

MEDICAL RECORDS CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This is primarily a seasonal position with heavy emphasis on the performance of certain clerical functions involving medical records. Responsibilities include the performance of a variety of duties associated with the screening of applications for after-school or summer camps. Direct and general supervision is received from a Medical Director. Supervision over the work of others is not a normal function of this position.

TYPICAL WORK ACTIVITIES:

1. Reviews health histories of school aged campers on a weekly basis to determine whether they are physically able to participate in camp activities;
2. Refers questionable camp applications to the Medical Director of camp;
3. Files and otherwise maintains charts and files;
4. Types reports, letters and memos, if required;
5. May be required to administer first aid treatment;
6. Answers routine correspondence;
7. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of first aid principles and practices; good knowledge of medical terminology; working knowledge of medical equipment, tests and procedures; ability to work effectively with school age children and parents; ability to complete a variety of medical forms including patient charts; ability to perform pre-examination medical test; ability to maintain medical records; ability to follow oral and written directions; ability to communicate effectively with others both orally and in writing; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from an approved two-year college with an AAS Degree in Medical Assisting Technology accredited by the Council on Medical Education of the American Medical Association;
- OR: (B) Completion of a course of study approved by the New York State Education Department as qualifying for a Licensed Practical Nurse PLUS one year of work experience in a physician's office or health clinic (See Note Below);
- OR: (C) Two years of work experience as a Medical Assistant in a physician's office or health clinic, or a medical corpsman in the U.S. Armed Forces
- OR: (D) An equivalent combination of training and experience as indicated in (A), (B) or (C) above.

SPECIAL REQUIREMENT:

Candidates must indicate ability to type, i.e. courses in typing or typing work experience.

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